

DEFINITIONS

Other means: In addition to parent-teacher conferences and classroom activities, other means of educational involvement may include attendance on school field trips for educational or instructional purposes, but will not include attendance at sporting events, whether or not sponsored by a school.

RESPONSIBILITIES

Employees are responsible for:

- knowing the amount of his/her leave balances;
- complying with all requirements for securing leave; and
- requesting leave or a schedule adjustment only for appropriate uses as outlined below.

Supervisors are responsible for:

- implementing this policy in an appropriate and consistent manner;
- developing and/or distributing agency procedures for employees to follow to secure leave, including identifying persons to be notified with requests for leave or schedule adjustment and any required notification procedures or forms;
- approving leave or a schedule adjustment only for appropriate uses as outlined below; and
- taking appropriate actions, including discipline, when an employee fails to abide by the requirements of this and related attendance and leave policies.

PROCEDURES

1. Employees wishing to participate in parent-teacher conferences, classroom activities, or fostering their child's education by other means must request a schedule adjustment, compensatory time off, or accrued leave with as much advance notice as possible.

2. Requests for schedule adjustments or leave under this policy shall not be unreasonably denied.

REFERENCES

Executive Order 89-15
Vacation Leave Policy
Personal Leave Policy
Financial Management Circulars 2004-02
Hours of Work – Work Schedules Policy